



UNITED STATES MARINE CORPS
MARINE RESERVE FORCE, PMP, USMC
1400 DALPHINE STREET
NEW ORLEANS, LOUISIANA 70145 5400

Form 7-1
3-18
15 JUL 1966

FORCE ORDER P4650.1

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR OFFICIAL TRAVEL
(SHORT TITLE: SOP FOR OFL TVL)

Ref: (a) SECNAVINST 4651.8
(b) MCO 5050.12 (OFL TVL)
(c) Joint Federal Travel Regulations (JFTR)
(d) MCO P1000.6 (ACTSMAN)
(e) MCO P4650.37 (MCTIM)
(f) 4thMarDivo P7300.1 (SOP FOR ACCOUNTING)
(g) NAVCOMPT Manual Volume 1
(h) 4thMarDivo P7100.1 (FINMANSOP)
(i) MCO P1001R.1 (MCRAMM)

Encl: (1) LOCATOR SHEET

Report Required: Conference After-Action Cost Report
(Report Symbol MC-5050-03), par. 2002.1

1. Purpose. To promulgate policies and procedures, per the references, for the accounting, budgeting, and administrative management of Official Travel funds administered by the Marine Reserve Force (MARRESFOR). In addition, to provide guidelines and delineate responsibilities for travelers, decision unit managers, fund administrators, and work centers at this Headquarters.

2. Action. All travelers, decision unit managers, fund administrators and work centers will comply with the guidance provided by this Manual in regard to official travel. It is imperative that TAD travel be directly and clearly related to mission achievement, in the best interest of the Marine Corps, and kept to a minimum.

3. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commanding General, MARRESFOR via the chain of command.

4. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

ForO P4650.1

15 MAR 1993

5. Certification. Reviewed and approved this date.

DISTRIBUTION: B


J. E. LIVINGSTON

FORD 3-1-1
1-1-1

LOCATOR SHEET

Subj: STANDARD OPERATING PROCEDURE FOR OFFICIAL TRAVEL
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Location:

(Indicate the location(s) of copy(ies) of this Manual.)

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RECCRD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Entered | Signature of Person Incorporating Change |
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SOP FOR CFL TVL

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CHAPTER 1

POLICY FOR OFFICIAL TRAVEL

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CHAPTER 1

1000. GENERAL. Official travel will only be authorized to conduct business directly related to mission achievement which cannot be effectively accomplished by means of telephone or correspondence. The beneficial return to the Marine Corps must provide compensation for the funds spent in the performance of official travel. Further, personnel who authorize, direct, perform or review official travel are responsible for establishing and enforcing controls to reduce the costs and increase the efficiency of travel. These same custodians must also ensure that expenses are limited to the amount necessary to accomplish the purpose of official travel.

1001. ADMINISTRATIVE TRAVEL

1. Headquarters Staff

a. The MARRESFOR Headquarters Staff, 4th MAW Headquarters, 4th MarDiv Headquarters and the 4th FSSG Headquarters will request official travel by completing a Request for Temporary Additional Duty Orders (Active Duty) utilizing the format contained in figure 1-1. Section Heads will review all requests prior to submitting them to the Central Order Writing Section. All requests for official travel will be signed by the Section Head or, in his absence, the acting Section Head and the Chief of Staff will approve section head travel.

b. The section responsible for the travel will sign the request, regardless to what section the traveler may be assigned.

c. Requests for official travel orders will be forwarded to the Central Order Writing Section as soon as the requirement for travel becomes known, but at least 5 working days prior to the first day of travel.

2. Subordinate Units

a. Requests for official travel orders from subordinate units utilizing MARRESFOR Headquarters funding will be forwarded to the Headquarters via the cognizant section not later than 15 working days prior to commencement of travel.

b. The cognizant section will, if approved, forward the request to the Order Writing Section.

c. The Order Writing Section will prepare the orders utilizing the Standard Accounting, Budgeting, and Reporting System (SABRS)/Automated Assignment System (AAS), and transmit all orders to the subordinate unit.

d. Subordinate units can submit requests via FAX using the formats in figures 1-8 or 1-9. Whichever method is used ensure your On-Line Printer Number is included in the request.

1002. SCHEDULING OFFICIAL TRAVEL. The following policies and guidance are provided for scheduling official travel:

1. The duration of official travel should be kept to a minimum.
2. Scheduling requests for official travel orders should be made far enough in advance to take maximum advantage of government quarters, messing and transportation. When this is not possible, every effort should be made to take advantage of reduced commercial air travel and lodging costs. No official travel funds will be reimbursed for lodging expenses when government quarters are available, but not utilized. When government quarters and messing are directed by orders, but are not available, The Joint Federal Travel Regulations (JFTR) Volume 1, paragraph 4405 requires that a "Statement of Non-availability" be obtained from the BOQ/BEQ in order to receive reimbursement.
3. Orders should include billeting information, mode of transportation, and any other reporting information required for mission accomplishment.
4. The itinerary for official travel should reflect the most economical means to effectively accomplish the mission. Unnecessary trips or delays should be eliminated.
5. The number of travelers must be limited to those deemed most cost effective. Objectives of the travel must be outlined prior to commencement of the travel in order to eliminate duplication.

1003. OFFICIAL MODE OF TRAVEL. The mode of travel should be determined by time, distance and cost considerations. Official travel orders will normally allow local determination of mode of travel under provisions contained in MCO P1000.6 (ACTSMAN).

1. Government Air. Government aircraft will be utilized when available. Commanders will ensure a maximum effort to schedule available government aircraft and crews coincident with the required travel. Official travel orders may be modified, if practicable, to include an extra day(s) if this will permit travel by government aircraft. Requests for modification of orders to include this circumstance must be submitted to the original order writing authority as soon as practical. In the event a specific mode is directed by the orders, no change will be made at the local level without prior approval from the original order writing authority.

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2. Commercial Air. All commercial air travel should be contracted by Government Transportation Request (GTR) and will be done on coach fare. Arrangements should be processed by the site (or closest to the site) Scheduled Airlines Ticket Office (SATO). Reservations should be made far enough in advance to take advantage of fare discounts which usually require a 21 or 14 day advance booking. If for some reason a GTR is not used, the traveler must return it, either whole or the unused portion with all copies, to the transportation office that issued the ticket.

3. Ground Transportation. A determination to utilize ground transportation should be made by considering the distance to the official travel location, number of activities to be visited, time and cost. Travelers should coordinate and consolidate ground transportation in order to minimize the use of commercial hire vehicles.

a. Rental Car. The use of a rental car is not authorized when government transportation is available. A rental car may be authorized when more than one destination (not in excess of 100 miles apart) is scheduled for a site visit. Commercial rental vehicles under Military Traffic Management Command (MTMC) negotiated agreements are recommended. MTMC publishes a listing of participating rental companies in the Federal Travel Directory, which is available at local installation transportation offices. Volume 1 of the JFTR, paragraph U3415.B, outlines further details of rental procedures. Under no circumstances will a traveler, once on official orders, arbitrarily decide to retain a rental car. If a traveler requires a rental car after official travel commences, approval from the order writing authority must be obtained before renting a car.

b. Privately Owned Conveyance (POC) is Advantageous to the Government. The order writing authority makes the determination as to whether POC travel is more advantageous to the government or the member's convenience. The JFTR, paragraph U3305 applies. POC must be requested by the traveler not his command. The presence of one of the following conditions shall be the determinant for claiming an advantage to the government.

(1) Non-availability of Government conveyance;

(a) when POC use is more efficient, economical or results in a more expeditiously accomplished mission;

(b) when POC is a means of transportation for short trips over routes where there is no commercial transportation;

(c) when use of a common carrier would be so time-consuming that it would delay the mission.

(2) Available government conveyance would not provide

adequate transportation;

(a) when POC travel is the most cost effective alternative for the government. Before a decision is made, consideration of the amount and value of time expended using POC as well as the estimated reimbursement cost as outlined in this Order.

(b) when travel orders do not contain the statement "Travel by POC is Authorized as Advantageous to the Government", then POC is considered to be for the convenience of the member.

c. Privately Owned Conveyance (POC) Is Not Advantageous to the Government (For the Member's Convenience)

(1) Whenever POC is authorized for the member's convenience, member will be reimbursed at a rate not to exceed the cost of a Government Transportation Request (GTR). In this case, one day of travel will be authorized and the common carrier cost will be placed in the member's orders, before the member departs the Permanent Duty Station (PDS). POC travel cannot be "directed". When no mode of transportation is directed, the order writing authority may permit the member to travel via POC, per MCO P1000.6. In such a situation, the following statement is required on the official travel orders: "These orders would have directed travel via (insert specific mode, i.e., aircraft, bus, or rail); however, you are permitted, at your option, to perform the travel via POC for your own convenience, subject to reimbursement. All travel in excess of that authorized (by constructive common carrier cost) will be charged as leave."

(2) The use of POC as advantageous to the Government will be authorized on a very restricted basis. A statement, specifying why POC is more advantageous to the government than another mode of travel, must be included in the request for orders. There must be a distinct advantage to the Government for members to use a POC. It must be acknowledged by the member that to travel by POC cannot be directed (i.e., private property to be used for official government business).

(3) When "POC advantageous to the Government" is authorized, member can be entitled to "in and around mileage" expense.

1004. UTILIZATION OF GOVERNMENT QUARTERS AND MESSING FACILITIES

1. All MARRESFOR personnel ordered to a site in the vicinity of a military installation (i.e., MCB Camp Lejeune) are directed to

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utilize government quarters and messing facilities, if available at the official TAD site.

2. "Government facilities are not required" will be authorized when (1), the official travel is not aboard or in the vicinity of a military installation or (2), the hosting activity has announced that a conference is being held at a hotel/motel.

3. When government quarters and/or messing are not available, personnel are required to obtain from the travel site a "Statement of Non-availability," per the JFTR, paragraph U4405.

4. The traveler should call the host activity BOQ/BEQ to make reservations for his TAD trip. If quarters are not available and/or can not be confirmed, the BOQ/BEQ will provide a non-availability number. This number does not preclude the traveler from obtaining a "Statement of Non-availability" once he/she arrives at the TAD site. This number is for the sole purpose of allowing non-frequent travellers to be paid a sufficient advance for civilian lodging. The order writing authority will include on orders "Advance liaison indicates government quarters and/or mess is not available".

1005. REPEAT TRAVEL ORDERS. For travel required on a recurring basis, repeat travel orders will be issued only when authority is granted by this Headquarters. Such official orders will be issued on a quarterly basis. Each set of orders must be liquidated at the end of the quarter for which issued.

1006. TRAVEL ORDER NUMBER (TON) LOGBOOK. Order writing authorities will maintain one logbook for all official Travel Order Numbers (TON) that have been issued. This includes orders that may be issued as the result of external or local direction. The following information is required for the logbook entries:

- a. Travel Order Number (TON) assigned.
- b. Name of traveler (last, first, middle initial).
- c. Destination.
- d. Date of departure.
- e. Date of return.
- f. Date that disbursing claim was submitted.
- g. Disbursing Voucher Number of completed claim.
- h. Government Travel Request (TR) number.

- i. Mode of travel.
- j. Date the claim was settled.
- k. Sub Head.

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REQUEST FOR TAD ORDERS (ACTIVE DUTY)

Submit at least 5 working days prior to travel. Attach itinerary by SATO. Attach supporting documents. Submit claims within 30 days.

SECTION: _____

PHONE: _____

POC: _____

| NAME: Last, First, MI 1. _____ 2. _____ 3. _____ 4. _____ | | RANK _____ _____ _____ _____ | SSN _____ _____ _____ _____ | CLNC _____ _____ _____ _____ | TON _____ _____ _____ _____ | | | | | | | | | | | | | | | | |
|---|---|--|---|--|---|---------------------------|-----------|-----------|-------|-------|-------|-----------|-------|-------|-------|-----------|-------|-------|-------|--|--|
| PURPOSE OF TRAVEL _____ | DAYS _____ | INCLUSIVE DATES _____ TO _____ | | MODE OF TVL GTR() POV() GOVT() | | | | | | | | | | | | | | | | | |
| REPORT TO _____ | RENTAL CAR: YES NO SITE ONLY() SITE TO SITE() DRIVER: _____ | | | | | | | | | | | | | | | | | | | | |
| ITINERARY <table border="1"> <thead> <tr> <th>FROM:</th> <th>DAYS</th> <th>LODGING COST PER NIGHT</th> <th>MISC COST</th> </tr> </thead> <tbody> <tr> <td>TO: _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TO: _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TO: _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | | | | FROM: | DAYS | LODGING COST PER NIGHT | MISC COST | TO: _____ | _____ | _____ | _____ | TO: _____ | _____ | _____ | _____ | TO: _____ | _____ | _____ | _____ | QUARTERS/MESSING <input type="checkbox"/> QTRS AVAIL <input type="checkbox"/> QTRS NOT AVAIL <input type="checkbox"/> QTRS NOT REQUIRED <input type="checkbox"/> MESS AVAIL <input type="checkbox"/> MESS NOT AVAIL <input type="checkbox"/> MESS NOT REQUIRED | |
| FROM: | DAYS | LODGING COST PER NIGHT | MISC COST | | | | | | | | | | | | | | | | | | |
| TO: _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | |
| TO: _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | |
| TO: _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | |
| GTR COST: \$ _____ → ATTACH ITINERARY | | | | | | | | | | | | | | | | | | | | | |
| *If liaison indicates government quarters will not be available, indicate here the point of contact name, phone, billet at the TAD location <u>billeting</u> office. | | | | | | | | | | | | | | | | | | | | | |
| SPECIAL PROVISIONS <input type="checkbox"/> LEAVE: _____ TO _____ <input type="checkbox"/> ADVANCE PER DIEM <input type="checkbox"/> FREQUENT TRAVELLER <input type="checkbox"/> NON FREQUENT TRAVELLER <input type="checkbox"/> CLASSIFIED MATERIAL WILL BE CARRIED <input type="checkbox"/> FIELD DUTY _____ TO _____ <input type="checkbox"/> REGISTRATION/CONFERENCE FEE <input type="checkbox"/> TAXI AUTH IN/ABOUT SITE <input type="checkbox"/> POV AUTH IN/ABOUT SITE | | | SIGNATURE OF TRAVELLERS 1. _____ 2. _____ 3. _____ 4. _____ | | | | | | | | | | | | | | | | | | |
| | | | SECTION HEAD SIGNATURE _____ PRINT NAME _____ CHIEF OF STAFF (IF REQD) _____ | | | | | | | | | | | | | | | | | | |

Figure 1-1.--Request for Temporary Additional Duty Orders (Active Duty)

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FROM: (UNIT CONCERNED)
TO: CG MARRESFOR//COGNIZANT SECTION

UNCLAS//N01326//

SUBJ: REQ FOR OFFICIAL TAD TRAVEL

A. FORO P4650.1

B. (ANY OTHER APPLICABLE REFERENCES)

1. IAW THE REF(S) (IF APPLICABLE) REQ TAD AUTH AS INDC:

A. NAME (LAST, FIRST, MI); GRADE SSN/MOS/COMP; SECURITY CLEARANCE (I.E., FINAL SECRET BASED ON NAC COMP 10NOV70) AND AUTH (IF APPLICABLE)

B. UNIT ATTACHED TO

C. EFFECTIVE DATE

D. NO. OF DAYS REQ: _____ INCLUSIVE DATES FROM _____ TO _____ (TO INCLUDE DAY OF TRAVEL)

E. REPORT/PROCEED TO (E.G., CG 2ND MAW)

F. REPORTING DATE AND TIME

G. PURPOSE (E.G., ATTEND UH-1N FAM CRS)

H. MODE OF TRANS (GOVTRANS, GOVMERAIRDIR UTL GOVT TR, POC AUTH, ETC. IF POC IS REQUESTED, STATE COST OF GOVT TR AND ONE WAY MILEAGE.)

I. AVAIL OF GOVT QTRS AND MESS (I.E., QTRS YES/MESS YES. ALL ORDERS ISSUED TO MILITARY INSTALLATIONS WILL DIRECT UTILIZATION OF QUARTERS/MESS, IF AVAILABLE. CERTIFICATION OF NON-AVAILABILITY IS REQUIRED.)

J. SPECIAL INSTRUCTIONS (ADDITIONAL INFO AS MAY BE DEEMED NECESSARY, I.E., LOCALLY AVAIL CLASS, POINT OF CONTACT)

K. JUSTIFICATION (I.E., COMPLETE REQ TO SPT REQ)

L. TO SPT SUBJ REQ THE FOL INFO IS PROVIDED:

HOTEL/BEQ/BOQ COSTS PER NIGHT

GOVT TR COST

OTHER COST

RENTAL CAR

REGISTRATION/CONFERENCE FEE, IF APPLICABLE

(IF MORE THAN ONE INDIVIDUAL IS REQ TAD ON A SINGLE MESSAGE REQUEST, THEN INDICATED IN LINE L INPUT FOR EACH INDIVIDUAL.)

Figure 1-2.--Message TAD Request for Orders for USMC/USMCR (FTS)

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CHAPTER 2

POLICY FOR CONFERENCES

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| AFTER-ACTION REPORT REQUIREMENTS . . | 2002 | 2-4 |

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| 2-3 | AFTER ACTION REPORT | 2-8 |

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CHAPTER 2

POLICY FOR CONFERENCES

2000. CONFERENCE ATTENDANCE

1. OBJECTIVES. Official travel for attendance at conferences, seminars or meetings will only be authorized, per reference (a) if participation accomplishes one or more of the following objectives:

a. Acquire information needed in the performance of official duties.

b. Fulfill a public interest obligation through delivery of information concerning the Marine Corps.

c. Exchange technical or professional information with an organization with which the Marine Corps shares an interest.

d. Facilitate an economic means to conduct training, exchange information, examine problems or plan procedures in the interest of mission achievement.

e. Maintain the professional competency of a Marine or civilian employee.

2. The proposed conference should establish and define the objectives and expected results directly related to mission achievement. This agenda should be published or in a written format and made available to prospective attendees. When selecting personnel for attendance, the following factors should be considered:

a. Rank, position and professional/educational background required by the sponsor.

b. Whether the information to be provided will be of more value to the "supervisor" or the "working" level.

2001. CONFERENCE APPROVAL

1. The Assistant Commandant of the Marine Corps, HQMC, will approve all official travel to include all conferences, workshops and seminars for which the total travel and per diem cost/estimate exceeds \$25,000.00 as directed by reference (b).

2. Official travel to destinations outside CONUS to include conferences, workshops and seminars for which the total travel

and per diem cost/estimate is greater than \$5,000 but less than \$25,000, requires prior approval from the Commanding General, MARRESFOR, per reference (b).

3. Approval requirements do not apply to unit deployments or formal school training.

4. The Commanding Generals, 4th MarDiv/4th MAW/4th FSSG/2d MEB, and the MARRESFOR Headquarters staff sections are required to identify their annual conference requirements. The CG's are directed to submit the following information separately, by conference, using the format in figure 2-1. Submission requirements will be incorporated in the MARRESFOR Field Budget Guidance Bulletin.

5. All requests for travel will include this statement: "TVL meets the criteria of Secretary of Defense Memo dtd 18 January 1982", as required by reference (b).

6. All conferences that change in scope or increase by 10 percent or more in the estimated number of participants or estimated costs after the CG, MARRESFOR, or the Assistant CMC approval has been granted, must reapply via the CG, MARRESFOR for a new approval.

2002. AFTER-ACTION REPORT REQUIREMENTS

1. An After-Action Report (Report Symbol MC-5050-03) for all conferences for which the total travel and per diem costs exceed \$25,000 must be submitted per reference (b), to the Commanding General, MARRESFOR, no later than 25 days after the conclusion of each conference. The format for the report is shown at figure 2-2. All conference reports to CMC will be generated by the CG, MARRESFOR, only.

3. In addition, the report must include a narrative explanation for all conferences that exceed 10 percent over the original cost estimate and/or number of attendees.

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APPROVAL OF CONFERENCE(S) COSTING
\$25,000 AND ABOVE

TITLE OF CONFERENCE: _____ SPONSOR: _____

| | | | |
|-------------------|-----------------|-------------------|-------------------|
| | Option I | Option II | *Option III |
| <u>SECTION 1:</u> | <u>Selected</u> | <u>Considered</u> | <u>Considered</u> |

Location:

Dates (QTR)

Length (days):

Participating

Costs:

- Per Diem
- Transportation
- Other

Total Cost of Conference:

Section 2:

- A. Purpose: (Brief narrative of what will be accomplished at the conference or why conference is to be held.)
- B. Alternative means of achieving conference
Purpose: (Can this conference be combined with any other conference. Can objective be accomplished by other means e.g., MCBul, MCO, etc.)
- C. Frequency (Date last held):
- D. Impact (If disapproved): (If not approved or if frequency of occurrence reduced: For example, if the conference was held every other year versus every year.)
- E. Rationale for selecting Option: (A detailed reason for selecting Option I over the other considered options.)
- F. Factors adopted to reduce cost frequency: (What actions were taken to keep the estimated costs to a minimum.)
- G. POC: Name, Code, Phone:

Figure 2-1.--Approval of Conference.

*Note: This tion will include military installations and government agencies that have conference facilities such as Coast Guard, Department of Labor, etc.

Figure 2-1.--Approval of Conference.

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CONFERENCE APPROVAL WORKSHEET

Sponsor:

Confer Title:

Location:

Date (Qtr):

Length (Days):

Commands Invited:

No. of Attendees:

Date of Prior Confer Held (Qtr/FY):

Planned Date of Next confer (Qtr/FY):

Purpose: (Brief narrative of what will be accomplished at the conference or why conference is to be held.)

Alternative: (Can this conference be combined with any other conference. Can objective be accomplished by other means e.g., MCBul, MCO, etc.)

Impact: (If not approved or if frequency of occurrence reduced:
For example, if the conference was held every other year versus every year.)

Cost: (Include all TAD costs for all participants. Note:
Visits involved in conference must also include the cost in their individual budgets).

Point of Contact (POC): (Include name and DSN or commercial telephone number - no FTS numbers.)

Figure 2-2.--Conference Approval Worksheet.

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AFTER ACTION REPORT

From:
To: Commanding General, Marine Reserve Force (Code 3BUD,
Subj: CONFERENCE AFTER ACTION REPORT
Ref: (a) MCO 5050.12

1. Per the reference, the following is submitted:

- a. Conference Title
- b. Location
- c. Dates
- d. Number of attendees (Active/Reserve)
- e. Funding Total
 - (1) Active Duty
 - (a) Travel Costs
 - (b) Per Diem Costs
 - (2) Reservists
 - (a) Pay/Allow
 - (b) Travel
 - (c) Per Diem
- f. Total conference cost
- g. POC

Note: The best method for determining the above information is to collect a copy of each attendee's orders during the conference.

Figure 2-3.--After Action Report.

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CHAPTER 3

REQUESTS FOR OFFICIAL TRAVEL

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
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CHAPTER 3

REQUESTS FOR OFFICIAL TRAVEL ORDERS

3000. ADMINISTRATIVE TRAVEL

1. General Information. The MARRESFOR G-1 Consolidated Order Writing Section is located on the 3rd deck, Bldg. 603, room 300 NSA Eastbank, New Orleans, LA. This section is responsible for the administrative processing of official travel orders for military and civilian personnel attached to the Marine Reserve Force. Orders and travel advance/settlements will only be issued to designated representatives from each section. Figure 3-1 is the form to be utilized to authorize a maximum of three personnel per section to receipt for orders and advance/settlement checks.
2. Requesting Orders. Figure 3-2 and 3-3, as appropriate, should be used to request official travel orders. The following guidelines are provided for preparation of the requests:
 - a. A request for travel orders should be submitted as soon as the requirement for travel becomes known, but at least 5 working days before the day of departure.
 - b. All information on the form must be completed by printing or typing legibly.
 - c. Ensure that the actual TAD site is entered in the itinerary, not the airport location (i.e., MCB Camp Lejeune not Jacksonville, NC).
 - d. The purpose of travel must be stated on the request with substantiating documents (i.e., medical appointments requires an appointment slip).
 - e. If a GTR (Government Travel Request) will be utilized for travel, a copy of the itinerary (with costs) must be obtained from SATO and attached to the TAD/ADSW request.
 - f. Every TAD/ADSW request must be signed by the Assistant Chief of Staff of the traveler's department/section or, in the absence of the chief, the deputy. If the traveler is a department head, the request must be signed by the Chief of Staff, 4th MarDiv, 4th MAW, 4th FSSG or MARRESFOR.
 - g. Before submission of the request, ensure that it is routed to the "funding section," if required. For example, if the request is from a Marine in the G-4 section, for a formal school, it must be routed through the G-3 (training) section.

h. Figure 3-2 will be utilized only for SMCR personnel assigned to the Headquarters, MARRESFOR. The traveler's supervisor will be responsible for submitting the ADSW Request and making travel arrangements.

3. Travel Advances. Travel advances will be processed in the following manner:

a. Personnel requesting an advance of travel funds must indicate so on the TAD Request.

b. When the orders have been prepared, the Consolidated Order Writing Section will send them to disbursing. The disbursing office will issue a check and the orders will be returned to the Consolidated Order Writing Section three working days prior to departure.

c. Using the form in figure 3-1, representatives from the appropriate section may pick up travel advance/settlement checks and deliver them to the traveler. The system was designed to minimize the number of individual travelers going to the Consolidated Order Writing Section for checks when there are several travellers from one work section. The checks should be picked up between 1430 and 1600 daily.

4. Travel Claims. Travel claims for reimbursement must be submitted to the Consolidated Order Writing Section within three working days of the completion of the travel. DD Form 1351-2 Travel Voucher (Figure 3-3) must be completed and submitted to the Consolidated Order Writing Section or the claim will be returned without action.

5. Use of Government Quarters and Messing.

a. Official Travel orders for all personnel traveling to or in the vicinity of a military installation will include the following statement:

"Use of government quarters and messing is directed, if available. Obtain a "Statement of Non-Availability" upon reporting."

b. In the event the traveler has confirmed in advance that government quarters/messing are not available, a point of contact (name, phone number and billet) at the TAD site billeting office must be indicated on the TAD request. This information will enable the traveler to obtain an adequate advance of travel funds only. It does not perclude the requirement for a non-availability statement. The following statement will be included:

"Advance liaison indicates government quarters/messing will not be available."

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6. Rental Cars. The use of rental cars will be closely monitored to ensure that their use is essential to the official travel mission. If approved, one vehicle will be authorized for every four travelers. Rental car reservations will be made through the transportation office to maximize discounts. Requests for rental cars will be considered on a case by case basis by the fund administrator. Sufficient justification must be submitted to warrant the use of commercial vehicles instead of government vehicles. The authorization for rental cars must be obtained prior to travel.

7. Fraudulent or Questionable Travel Claims. Every individual traveler will be held personally accountable for the accuracy and integrity of information submitted on travel claims. Personnel must be careful to verify the allowable expenses. Any claim that is considered questionable will be investigated and abuse will be prosecuted.

8. Field Duty. All personnel attending exercises, or any other type of TAD involving field duty will be directed to utilize government facilities. Proper endorsements must be obtained to substantiate any claim for other facilities.

3001. OFFICIAL TRAVEL IN CONNECTION WITH REPAIR/RECOVERY AIRCRAFT AND ACCIDENT INVESTIGATIONS

1. Authorization. In the event that it becomes necessary to dispatch pilots, investigators or maintenance personnel for the purpose of an accident investigation or repair/recovery of 4th MAW aircraft at a facility other than home base, the site commander is authorized to issue orders to those personnel deemed necessary to accomplish the mission.

2. Appropriation Data. Official travel orders for active duty personnel utilized in connection with an accident investigation or repair/recovery of downed aircraft will be provided TON's and appropriation data by this Headquarters.

3. Restrictions. At no time will site personnel be allowed to perform such Temporary Additional Duty without 4th MAW Headquarters approval.

4. SMCR Personnel. In the event that SMCR personnel are required to perform such duty, orders will be issued as directed in Chapter 1 of this Manual. Local funds in PG-118/248 will be utilized. If sufficient funds from PG-118/248 are not available and additional funding is required, authorization to issue orders will be obtained from this Headquarters (01).

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3002. OFFICIAL TRAVEL IN CONNECTION WITH ESCORT DUTY. Refer to MCO P3040.4 for official travel in connection with escort.

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CHAPTER 4

ACTIVE DUTY SPECIAL WORKS

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CHAPTER 4

4000. General. Active Duty Special Work (ADSW) in this Manual will encompass all active duty performed by the Selected Marine Corps Reserve (SMCR). This chapter will discuss ADSW as it relates to Active duty for training (i.e., MOS proficiency), to perform a specific task (i.e., to fill a T/O line number due to a vacancy) and annual training (AT).

4001. Policy and Procedures. Any ADSW, other than for training, will only be funded if one of the following circumstances exist:

1. Circumstances, in priority sequence, are as follows:

Priority 1: Reserve personnel who possess a unique talent or expertise that is not readily available (i.e., Court Martials).

Priority 2: Reserve personnel who have been selected to fill a vacant Full-Time Support (FTS) billet and are pending official FTS Orders from the Commandant of the Marine Corps.

Priority 3: Funded FTS billets that are grabbed due to Permanent Change of Station (PCS) requirements.

2. ADSW is strictly prohibited for:

a. Filling vacant billets (FTS or Regular) created by TAD, Military/civilian judiciary actions, terminal/annual leave.

b. Authorizing reservists a day of ADSW prior to/immediately following a drill.

c. Filling long term personnel shortages.

d. Employment support to reservists.

3. Funding for ADSW outlined in paragraph 4001 will be funded by the MARRESFOR (G-1) once all local funds have been exhausted. MARRESFOR (G-3) will fund all exercise support, on-the-job training and formal school requests. Figures 4-1 and 4-2 will be used to request ADSW from this Headquarters.

4002. Definitions

1. .2732 Reserve Personnel, Marine Corps (RPMC). This is the funding that encompasses the reserve active duty funds, with the only exception being annual training (AT).

2. .2731 Reserve Personnel, Marine Reserve (RPMC). These funds are allocated for AT only.

3. Pay Group. Pay Groups are sub-divisions of the .2702 funds. It identifies the purpose of the Active Duty.

4. Annual Training (AT). Is defined as a period of high intensity training for a period of 14 days, excluding travel.

5. Alternate AT. Is defined as a period of training for SMCR personnel who are excused from attending the unit AT.

4003. Pay Groups Definitions. ADSW (Special Tours) funds are allocated for the following purposes. Strict adherence is required when assigning pay groups.

a. Conferences and Visits (Pay Groups 111/241; 113/243): These funds provide reserve participation in conferences for annual training duty planning and conferences between Commanding Officers and Inspector-Instructors. Pay Group 111 is for reserve Commanding Officers' Conferences. These funds are budgeted and administered by the Assistant Chief of Staff, G-1. Request for personnel to attend these conference should be addressed to this Headquarters (G-1) for approval and funding. Pay Groups 113/243 provide for reserve participation in Pre-AT training conferences. These funds are budgeted and administered by the Assistant Chief of Staff, G-3. Requests for personnel to attend these conferences should be addressed to this Headquarters (G-3) for approval and funding.

b. Operational Training (Pay Groups 116/242; 114/244; 117): These tours provide reserve maintenance teams to perform on-site maintenance for supported units; provide reserve air crews for Reserve Air/Ground exercises and reserve troop lifts; and provide for inspection tours of subordinate units. Commanding General, 4th MAW will monitor the funds allocated to Pay Groups 114/244. These funds support the assigned Wing missions. All mission assigned by the 4th MAW, will be given a Wing Mission Number. Requests for Wing Mission numbers and funding for personnel should be addressed to the 4th MAW (ATCO). Pay Group 117 provided for support of reserve General Officers. These funds are budgeted and administered by the Assistant Chief of Staff, G-1. All requests should be address to this Headquarters, for approval and funding.

c. Mission Support (Pay Group 118/248): These tours provide reserve participation in reserve promotion/selection boards. These funds are managed by HQMC.

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d. Service Mission/Mission Support (Pay Group 118/243): These funds provide for such activities as the reserve administrative chief to, perform a short term of active duty, upgrade administrative procedures, maintenance personnel to prepare for AT or exercises/deployments, hospital visits, etc. These Pay Groups support the additional performance of work by SMCR personnel. Each Fund Administrator has the budget responsibility for all the local management and mission support requirements of their respective unit. The Director of Readiness and Safety provides budget input to the Assistant Chief of Staff, G-1 for MORDT support requirements.

e. Competitive Events (Pay Group 115/245): These tours provide reserve participation in marksmanship programs. The objective of these programs is to increase marksmanship proficiency and combat readiness by developing a base of Marines with high skills in rifle and/or pistol shooting to serve as competitors on a national level and act as instructors to assist reserve units in conducting marksmanship training. These funds are budgeted and administered by the Assistant Chief of Staff, G-3. Requests should be submitted to this Headquarters for approval and funding.

4004. Active Duty Special Works - T/O's Deficiency

1. As stated in paragraph 1001, ADSW will be allocated for specific reasons once local funds have been exhausted.
2. Units who desire ADSW funds for purposes outlined in this Manual should send their request to the Major Subordinate Command (MSC), i.e., 4th FSSG for consideration.
3. To ensure maximum dollar for ADSW funds, all Reserve ordered to active duty should be paid a days pay for a days work.
4. No reserve shall be allowed more than 179 days per fiscal year. However, request for active duty that exceeds 139 consecutive days must be sent to CMC (MERA) via CG, Marine Reserve Force (01).
5. Orders will be issued and funded using the Automated Assignment System (AAS).
6. Ensure orders issued are funded with the appropriate pay group in the RPMC funds.
7. Request for ADSW should be short term in nature (30 days or less).
8. All requests for ADSW will contain a complete/specific justification. An impact statement will be provided.

9. ADSW orders will direct the utilization of government quarters and messing when active duty is performed on/near a military installation and the reservist lives in excess of 50 miles from the training site.

4005. Active Duty Special Works - Recovering of Downed Aircraft

1. Prior approval will be obtained from 4th MAW (ALD) to recover a Downed aircraft.
2. Local .2732 RPMC (PG 118/248) funds be utilized to recover aircraft. If local funds have been exhausted, identify deficiency to this Headquarters (8).
3. Recovery teams will be kept to a minimum, ensuring government facilities are utilized when ordered to/or near the vicinity of a military installation.

4006. Active Duty Special Work - Wing Mission/Flight Training

1. Mission/Flight Training will be changed to .2732 RPMC (PG 114/244) funds.
2. Authorization/funding should be forwarded to the 4th MAW. Ensure all request for flights are mission essential and not for the general purpose of "improvement of morale".
3. If it becomes necessary to remain over night (RON), the plane captain will make every effort to utilize government facilities, when they exist.
4. Certain requirements for aircrew training are stated in the current edition of OPNAVINST 3710.7. SMCR personnel requiring such training, may also utilize Additional Training Period (ATP), Readiness Management Period (RMP) or Additional Flight Training Period (AFTP).

4007. Annual Training (AT) Duty

1. AT's are full unit size evolutions as opposed to smaller scope of training deployments and wing missions.
2. All units AT's are to be conducted as "duty in the field". All planning and budgeting should incorporate "duty in the field" requirement.
3. AT's will be changed to .2731 RPMC (PG 101/231).
4. Billeting for officers and enlisted shall be in government quarters. Units will ensure advance billeting reservations have been made.

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5. SMCR personnel will not be authorized per diem for AT's travel. These orders will direct "duty in the field".
6. AT travel request will be coordinated through the AC/S, G-4 (TMO) for group travel of 20 or more individuals. Smaller groups will be budgeted through the Training, Exercise and Employment Plan (TEEP) process and will be allocated to each unit. Request will be submitted 90 days prior to the date the transportation is required.
7. Site commanders/I&I's will submit, in writing, requests for authorization of reimbursable POC travel to and from AT. Requests should contain justification and be submitted to the AC/S, G-4 (TMO) for SMCR personnel.
8. The following considerations apply to requests for POC travel and will directly impact on the approval process:
 - a. POC travel must be cost effective. It will normally be approved only if it is less costly than the most practical commercial means available. Normally, one-way travel distance must not exceed 500 miles.
 - b. POC authorizations must not adversely impact on the unit's span of control when number or billet of the travelers is considered.
 - c. The number of vehicles must be coordinated with and approved by the AT host activity to ensure requirements for temporary base passes are met.
 - d. Requests for POC authorization will not normally be considered once a unit has submitted a DD Form 1287 to the TMO.
9. Requests for POC travel must be submitted to the AC/S, G-4 (TMO) not later than 90 days prior to the beginning of the AT travel period. This request should accompany the copy of the DD Form 1287 submitted to the AC/S, G-4 (TMO).
10. Upon receipt of a unit's POC request, this Headquarters will provide funding to the requesting unit for each member authorized to travel POC. To ensure proper accounting of funds, each unit will submit one copy of orders for each individual traveling POC to the AC/S, G-4 (TMO) for SMCR, no later than 15 days prior to departure for AT. In cases where more than one individual is listed on a set of orders, only one set of orders need be submitted.

4008. Active Duty Special Work - Training

1. School Training. School tours provide active duty for training at formal schools to furnish reservists with skills which cannot be obtained during drill or AT. The school tours consist primarily of career development schools, refresher/proficiency type courses, and technical training/unit conversion training. All training funds are managed, budgeted and administered by the AC/S, G-3.

2. Training for ADSW consist of four general classifications. These classifications are outlined as follows:

a. Refresher and Proficiency Training (Pay Group 106/236) provides Reserves with the formal school training necessary to attain and maintain the required level of proficiency in a specific military occupational specialty (MOS) for which a member has been initially qualified. These funds provide for water survival training, NAMO, flight physiology, and formal schooling for maintenance, supply, embarkation, refresher training, etc.

b. Career Development (Pay Group 107/237) provides selected reserve officers and enlisted personnel with formal school training required for their professional growth. Examples include Non-Commissioned Officer (NCO) Leadership School, Staff NCO Academy, Amphibious Warfare School, Command and Staff School, Landing Force Planning School.

c. Technical Training (Initial Skill Acquisition - PG 110/238/240) will be utilized for initial, basic and technical training for reserve in their MOS. Pay Group 238 is utilized by reserve enlisted personnel to acquired a military skill (other than the MOS attained on initial active duty for training) for which there is a valid requirement in the unit to which the individual belongs.

d. Unit Conversion Training (PG-109/239) are funds which provide for formal school training when a unit undergoes a change or redesignation in its primary mission.

4009. Active Duty Special Work (Exercise Support)

1. These funds are managed, budgeted and administered by the AC/S, G-3. Support funds are limited and requirements should be identified and requested no later than 30 days prior to scheduled exercise.

2. Exercise Support (PG-120/250) provides funds for reserve participation in exercises/deployments/AT's support, support proficiency flying, qualification training of air crew members in specific aircraft and annual flight minimums.

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3. SMCR personnel who have already performed an AT either at a formal school, ALTAT or scheduled unit AT, whose expertise is necessary at the participation of another AT evolution in a support role, must be funded from these pay groups.

4. The utilization of these funds for augmentation of the SMCR establishment to meet maintenance, administrative or other support requirements is strictly prohibited.

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| | | | |
|--|---|---|--|
| NAME (LAST, FIRST, MI) | | RANK | SSN/MOS |
| PURPOSE OF TRAVEL | TICKET PICKUP() PREPAID() MAIL() | | MODE OF TRAVEL GTR () POC GOVT TRANS() |
| INCLUSIVE DATES OF ACDU _____ TO _____ | REPORT/PROCEED TO ZIP: _____ | TOTAL # DAYS _____ | |
| SPECIAL PROVISIONS <input type="checkbox"/> POC OWN CONVENIENCE REQ <input type="checkbox"/> RENTAL CAR REQ (INDICATE SITE TO SITE OR SITE ONLY) <input type="checkbox"/> REGISTRATION/CONFERENCE FEE <input type="checkbox"/> GOVT QTRS AVAIL <input type="checkbox"/> GOVT QTRS NOT AVAIL <input type="checkbox"/> GOVT MESS AVAIL <input type="checkbox"/> GOVT MESS NOT AVAIL <input type="checkbox"/> GOVT FACILITIES NOT REQUIRED <input type="checkbox"/> THESE ORDERS INVOLVE FIELD DUTY | | ITINERARY: FROM: _____ TO: _____ TO: _____ TO: _____ HOTEL/BOQ/BEQ COST PER NIGHT _____ GTR COST _____ | |
| SIGNATURE OF COGNIZANT SECTION HEAD _____ | | | |
| G-1 APPROVED _____ | | DISAPPROVED _____ | |
| C/S APPROVED _____ | | DISAPPROVED _____ | |
| PARENT RESERVE UNIT: _____ | | | |
| HOME ADDRESS: _____ | | ZIP: _____ | |
| HOME PHONE: _____ () _____ | | | |
| REMARKS: INCLUDE TRAVEL COSTS WITH EACH REQUEST. TRAVEL COSTS MAY BE OBTAINED FROM COMMERCIAL TRAVEL OFFICE ONCE RESERVATIONS HAVE BEEN CONFIRMED. | | | |

Figure 4-1.--Reserve Order Request

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OFFICIAL TRAVEL

FROM: (UNIT CONCERNED)
TO: CG MAJOR SUBORDINATE COMMAND (i.e., 4th MAW)

UNCLAS//N01326//

SUBJ: REQ FOR ACTIVE DUTY SPECIAL WORKS

A. FORO P4650.1

B. (ANY OTHER APPLICABLE REFERENCES)

1. IAW THE REF(S) (IF APPLICABLE) REQ TAD AUTH AS INDC:

A. NAME (LAST, FIRST, MI); GRADE SSN/MOS/COMP; SECURITY CLEARANCE (I.E., FINAL SECRET BASED ON NAC COMP 10NOV70) AND AUTH (IF APPLICABLE)

B. UNIT ATTACHED TO

C. EFFECTIVE DATE

D. NO. OF DAYS REQ: _____ INCLUSIVE DATES FROM _____ TO _____ (TO INCLUDE DAY OF TRAVEL

E. REPORT/PROCEED TO (E.G., CG 2ND MAW)

F. REPORTING DATE AND TIME

G. PURPOSE (E.G., ATTEND UH-1N FAM CRS)

H. MODE OF TRANS (GOVTRANS, GOVMERAIRDIR UNTIL GOVT TR, POC IF POC IS REQUESTED, STATE COST OF GOVT TR AND ONE WAY MILEAGE.)

I. AVAIL OF GOVT QTRS AND MESS (I.E., QTRS YES/MESS YES. ALL ISSUED TO MILITARY INSTALLATIONS WILL DIRECT UTILIZATION OF QUART AVAILABLE. CERTIFICATION OF NON-AVAILABILITY IS REQUIRED.)

J. SPECIAL INSTRUCTIONS (ADDITIONAL INFO AS MAY BE DEEMED NECESSARY I.E., LOCALLY AVAIL CLASS, POINT OF CONTACT)

K. JUSTIFICATION (I.E., COMPLETE REQ TO SPT REQ)

L. TO SPT SUBJ REQ THE FOL FUNDS ARE REQ:

| | | | | | |
|-----------|--------------|-----|-------|----------|-----|
| SH/PG | LODGING COST | TVL | OTHER | RNTL CAR | P/A |
| PER NIGHT | | | | | |

TOTAL

(IF MORE THAN ONE INDIVIDUAL IS REQ, ON A SINGLE MESSAGE REQUEST, THEN INDICATE IN LINE L INPUT FOR EACH INDIVIDUAL.)

Figure 4-2.--Message Request for Active Duty Special Works Orders

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CHAPTER 5

TRAVELER'S RESPONSIBILITIES

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|--|-----|

CHAPTER 5

TRAVELLER'S RESPONSIBILITIES

5000. TRAVELLER'S RESPONSIBILITIES

1. Official Travel Orders Request. Travelers are responsible for preparing a request for official travel orders, and submitting the completed request to the cognizant order writing authority as outlined in chapter 3 of this Manual. Local modification of this form is appropriate; however, the following must be included on all travel order requests:

- a. Traveler's name, rank/civilian grade, SSN, MOS and branch of service.
- b. Purpose of travel.
- c. Itinerary.
- d. Copy of Msg or ltr requiring the travel.
- e. Appropriate section/department head approval.

5001. COST ESTIMATES. The following guidelines are provided for travelers in estimating travel costs:

1. Per Diem. Per diem estimates should be based upon the county/parish/township within the state where the Official Travel will take place. These per diem rates are listed in Volume 1, appendix D of the JFTR.

2. Miscellaneous.

a. Estimates for rental car expenses are outlined in paragraph 1002.2a of this Manual.

b. Registration fee estimates are included as miscellaneous expenses. Such fees are permitted when required as a condition for attendance at authorized meetings and conferences.

5002. FILING A TRAVEL CLAIM. Reference (e) requires travelers to submit the original and three copies of the original travel orders, a travel claim and applicable supporting documentation to the disbursing office within three working days of the completion of the travel. It is important that the traveler retain a copy of the orders, claims, and settlements in case the originals are lost and the package must be resubmitted. Copies

can also be used to refute erroneous pay checkages after claims have been settled. If the traveler is unable to provide evidence that a claim was filed and settled, in disputed cases the disbursing office may check the traveler's pay for an advance not documented.

1. Lost Orders. If the original orders are lost, reference (a) requires the traveler to record the following statement in the "REMARKS" section of Figure 3-2 (DD Form 1351-2C):

"I certify that my original orders have been lost or destroyed, that I have not submitted a prior claim, and that, if the original orders are located, I will not submit a further claim. I have not received an advance/or I have received an advance in the amount of \$_____."

Signature of Claimant

5003. REIMBURSABLE EXPENSES. The order writing authority is responsible for determining necessary and reasonable expenses and for limiting official travel costs. Disbursing officers compute meal and incidental reimbursements per the provisions contained in chapter 4 of reference (c). Total reimbursement will never exceed the amount authorized for the applicable area. Fractional day per diem reimbursements are authorized for each one quarter of the day. Any expense of \$25.00 or more must be supported by a receipt to claim reimbursement. The following expenses may be claimed as reimbursable expenses:

1. Local Transportation. Travelers must first attempt to utilize available government transportation. If it is not available, then local transportation may be used. Local transportation includes taxi, bus, streetcar/tram or subway. The disbursing office reimburses local transportation costs separately from meal and incidental expenses, so transportation costs must be identified in Block 5 of DD Form 1351-2. However, on DD Form 1351-2, the "Local Transportation" column should be left blank.

2. Taxi Fares. Reference (e) requires the following information to be included in Block 5 of the DD Form 1351-2 when taxi fare expenses are claimed: the points involved, approximate mileage and the basis for computing the mileage. Fares are reimbursable:

a. Between point of departure, place of abode, permanent or temporary duty station and the commercial or government transportation terminal.

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b. When transportation is necessary to move from one transportation terminal to another.

c. Between the place of lodging or official travel site and the location where meals are procured - subject to the following provisions:

(1) Government transportation was requested but not available.

(2) Meals cannot be obtained at the official travel site or place of lodging.

(3) Such travel is limited to three round trip per day between official travel site and where meals are procured. If liaison prior to travel indicates that messing is not available at the official travel site, the orders should authorize three round trips per day.

(4) Travel must not exceed 30 miles round trip per day.

3. Privately Owned Conveyance. Per reference (c), POC is authorized as transportation between place of abode, carrier terminals and temporary/permanent duty station, subject to the following provisions:

a. Reimbursement may not exceed the usual one way taxi fare including tips.

b. If the traveler is primarily responsible for the operating expense of a POC, reimbursement will be made for round trip distance between point of departure and final destination. Any applicable parking fees, ferry fares, bridge and travel tolls may be included as reimbursable expenses.

c. Passengers will not be reimbursed for POC travel expenses.

4. Tips

a. Baggage tips are reimbursable expenses except at hotels. The DD Form 1351-2 must state the number of bags.

b. Tips at hotels are reimbursable only when paid for exclusive handling government property.

5. Excess Baggage Cost. Transportation charges for excess baggage may be reimbursed only when such charges are authorized by the order writing authority.

6. Automobile Insurance. Normally, expenses for insurance for commercial rental vehicles are not reimbursable. If, however,

liability insurance is required by the company for rentals inside CONUS, it is reimbursable (see paragraph U3415.Cin. reference (c)). No reimbursement is authorized for the cost of buying extra collision insurance for inside CONUS. The cost of purchasing extra collision insurance outside CONUS is reimbursable.

7. Registration/Conference Fees. Reference (c) provides reimbursement for registration fees, when such fees are required as a condition for attendance at meetings sponsored by Federal agencies or meetings of technical, professional, scientific or other non-Federal organizations. This means that registration fees may be required and reimbursed only when such fees are necessary in order to reimburse a hotel, company or organization for use of conference room facilities. Registration/conference fees imposed for the sole purpose of providing refreshments will not be authorized. However, when such fees are a condition for attendance and furnished meals are included, the number of meals provided must be included on the DD Form 1351-2 and the DD Form 1351-2C along with the request for reimbursement of the registration fee.

8. Cost of Quarters Included in Registration Fee

a. When quarters and messing expenses are included in the registration fee for conferences or training courses for members, the total cost to the government may not exceed the applicable legal maximum per diem allowance.

b. If the cost of quarters only is included in the registration fee, the amount charged to the quarters expense combined with the meals and incidental expenses may not exceed the legal maximum per diem allowance.

c. The government may provide quarters and reimburse the member for meals and incidental expenses, but any reimbursement may not exceed the applicable legal maximum per diem or actual expense ceiling for that locality.

d. Inclusion of the quarters and messing expenses in a registration fee may not be used to circumvent per diem allowance legal maximums.

9. Official Communication Expenses. Government owned or leased equipment (i.e., FTS or Autovon) should be used for official communications. If Government equipment is not available, the least expensive type and class of commercial service that is compatible with time requirements should be used.

a. Charges for official long-distance telephone calls will be allowed if they are certified as necessary in the interest of the government by an approving official from MARRESFOR. Such

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calls must be itemized to reflect the number and place called, nature of call and cost of the call.

b. Telegrams, cables and telefax communications must be itemized and certified as necessary.

10. Travelers Checks

a. Travelers checks are authorized when the checks are necessary for payment of normal expenses that are incident to official travel and the expense does not exceed the daily per diem limit.

b. Cost of travelers checks may be claimed in Block 5 of the DD Form 1351-2.

11. Passport, Visa and Change of Status Fees. When passport, visa or change of status fees are required in order to perform official travel, reference (c) states that such fees may be claimed as a reimbursable expense in Block 5 of the DD Form 1351-2.

12. Dual Lodgings on a Single Day

a. A traveler ordered to perform travel between duty stations, and required by military necessity (not personal convenience) to retain lodging at more than one location on a calendar day may be reimbursed for both lodging costs when approved by the order writing authority.

b. The first lodging cost incurred at or close to 2400 is the allowable lodging cost used for the per diem or actual subsistence expense computation for that day. The additional lodging cost will be listed as a reimbursable expense not to exceed 54% of the rate for the area where the lodging was procured.

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SN 0102-UF 1-1-1900

| TRAVEL VOUCHER OR SUBVOUCHER | | | | | | | | | | FOR DO USE ONLY | |
|---|-------------------------------|---|---|-----------------|-----------------|------------|------------|--|--|-----------------|--|
| READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM | | | | | | | | | | DO NOT WRITE | |
| LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type) | | | | | | | | | | SUBVOUCHER NO. | |
| CHECK MAILING ADDRESS (Indicate ZIP Code) | | | | | | | | | | | |
| ORGANIZATION AND STATION | | | | | | | | | | | |
| TRAVEL ORDERS (Paragraph 1, D. 101, containing May Date) (Include amount of advance) | | | | | | | | | | | |
| PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount of advance No. Date Received Place paid or DD Form No. If none, so stated) | | | | | | | | | | | |
| 1. (ITINERARY (See item 25 for Symbols) | | | | | | | | | | | |
| DATE | LOCAL TIME (at Place Checked) | PLACE (Mission, Office, Base, Activity, City and State, City and Country, etc.) | MODE OF TRAVEL (Train, Air, Ship, etc.) | REASON FOR STOP | COST OF LOGGING | GOVT MEALS | OPEN MEALS | POC MILES | | | |
| 10 | DEP | | | | | DED | | | | | |
| | ARR | | | | | | | | | | |
| | DEP | | | | | | | | | | |
| | ARR | | | | | | | | | | |
| | DEP | | | | | | | | | | |
| | ARR | | | | | | | | | | |
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| | DEP | | | | | | | | | | |
| | ARR | | | | | | | | | | |
| 5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS (See item 24) | | | | | | | | | | | |
| DATE | NATURE AND EXPLANATION | | | | AMT CLAIMED | ALLOWED | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | SUMMARY OF PAYMENT | | | |
| | | | | | | | | Per Diem | | | |
| | | | | | | | | Actual Expense | | | |
| | | | | | | | | Mileage or Transp Allowances | | | |
| | | | | | | | | Reimbursable Expenses | | | |
| | | | | | | | | Total Entitlement | | | |
| | | | | | | | | Less Previous Payments | | | |
| | | | | | | | | Less Voucher Deductions | | | |
| | | | | | | | | Amt Charged to Acctg Class | | | |
| | | | | | | | | 11. PAYMENT DESIRED | | | |
| | | | | | | | | <input type="checkbox"/> CHECK <input type="checkbox"/> CASH | | | |
| | | | | | | | | 12. <input type="checkbox"/> PER DIEM REQUESTED | | | |
| | | | | | | | | 13. GRS RATE | | | |
| 14. SIGNATURE OF CLAIMANT | | | | | | | | | | | |
| DATE | | | | | | | | | | | |
| 15. ACCOUNTING CLASSIFICATION | | | | | | | | | | | |
| 16. COLLECTION DATA | | | | | | | | | | | |
| 17. COMPLETED BY | | | | | | | | | | | |
| 18. AUDITED BY | | | | | | | | | | | |
| 19. TVL RCRD POSTED BY | | | | | | | | | | | |
| 20. RECEIVED (Payee signature and date or check no.) | | | | | | | | | | | |
| 21. AMOUNT PAID | | | | | | | | | | | |

DD FORM 1351-2

EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED

Exception to SF 1012 and 1012a approved by NARS, GSA 4 April 1978

Figure 5-1.--DD Form 1351-2 (Travel Voucher or Subvoucher)

SOP FOR OFL TVL

| INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974 | |
|---|--|
| AUTHORITY: | 50 U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397. |
| PRINCIPAL PURPOSE: | Used for reviewing, approving, accounting and disbursing for official travel. <i>SSN</i> () Numerical identification system for individual claims. |
| ROUTINE USES: | For substantiate claim for reimbursement for official travel. |
| DISCLOSURE: | Summary of factors in which information requested may result in total or partial release of information claimed. |
| 22 | CLAIMANT'S STATEMENT |
| <p>a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to some important station for personal reasons.</p> <p>b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretary concerned.</p> <p>c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.</p> <p>d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.</p> | |
| 23 | REQUIRED ATTACHMENTS |
| <p>a. Original or copies of all travel orders and amendments.</p> <p>b. Traveler's copy of transportation requests and MAC authorizations used.</p> <p>c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.</p> <p>d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.</p> <p>e. Receipts for lodgings and any item of expense claimed in excess of \$15.</p> <p>f. Statements of nonavailability (Government quarters, mess and directed mode of transportation).</p> <p>g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.</p> | |
| 24 | DEDUCTIBLE MEALS |
| Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (See JTR, Vol. 1, App. J and Vol. 2, App. D for definition of Deductible Meals.) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals. | |
| 25a. | 25b. |
| SYMBOLS (Use two letters) MEANS/MODE OF TRAVEL FIRST LETTER SECOND LETTER (1) TRNSPN REQ. T (3) AUTO A (2) GOVT TRNSPN G (6) BUS B (3) COML TRNSPN C (7) PLANE P <i>(own expense)</i> (8) RAIL R (4) PRIVATELY-OWNED P (9) VESSEL V CONVEYANCE P (10) MOTORCYCLE M | SYMBOLS REASONS FOR STOPS (1) AWAITING TRNSPN AT (2) LEAVE EN ROUTE LV (3) MISSION COMPLETE MC (4) AUTHORIZED DELAY AD (5) TEMPORARY DUTY TD |
| 26. REMARKS | |
| 27. APPROVED FOR PAYMENT (When required by individual service regulations) | |
| DATE | SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER |

Figure 5-1.--DD Form 1351-2 (Travel Voucher or Subvoucher)

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CHAPTER 6

ORDERS/ENTITLEMENTS

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| ORDERS FOR SMCR PERSONNEL | 6002 | 6-1 |
| PRICING OF ORDERS | 6003 | 6-3 |
| ENTITLEMENTS. | 6004 | 6-4 |
| ADVANCE PAYMENTS. | 6005 | 6-5 |

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CHAPTER 6

ORDERS/ENTITLEMENTS

6000. GENERAL. Site commanders and the Central Order Writing Section are authorized to issue orders to active duty, reserve and civilian members of MARRESFOR. The commanders and Central Order Writing Section must ensure that all orders are accurately written and that the funds are properly obligated. This chapter provides guidance and policy for that process.

6001. APPROPRIATION DATA. Prior to the issuance of any orders which involve the obligation of funds, site commanders and the Central Order Writing Section are responsible for ensuring that the correct appropriation data is utilized. The availability and accountability of sufficient funds must also be monitored closely.

6002. ORDERS FOR SMCR PERSONNEL. The definitions for Pay Groups for issuing appropriation data for SMCR personnel are provided in Divo P7300.1. Any additional requirements for providing orders for SMCR personnel will normally be budgeted and funded from local site PG 118/248 funds. In unique circumstances, where the site cannot fund orders for SMCR personnel, a request may be submitted to this Headquarters for further staffing and approval/disapproval.

6003. PRICING OF ORDERS

1. Official Travel Fares. When utilizing any mode of commercial transportation, the appropriate government contract fare will be used. SATO will generally be able to provide the current rates.

2. Official Travel Per Diem

a. When Government quarters/messing are not available (and documented by a Statement of Non-availability at the travel site), Per Diem will be obligated to pay for commercial lodging.

b. The traveler must identify lodging costs prior to the issuance of orders, so that the appropriate amount will be obligated for the lodging portion of the per diem allowance. Maximum amounts for lodging and a separate maximum for meals and incidental expenses have been established and published in reference (c).

3. Reserve Pay and Allowances. The most recent DOD pay schedule will be used to estimate the pay and allowances for individual travelers. The daily (annual pay rate divided by

365) amount will be used to price the appropriate amounts for SMCR personnel. See reference (c) for guidelines on group travel.

6004. ENTITLEMENTS

1. The Joint Federal Travel Regulations contains the current amounts that travelers are entitled to receive while in an official travel status. A table of pay and allowances to be used for reservists is published annually by this command.

2. No Per Diem or Actual Expense Allowance for Commuting. No payment is allowed for travel between home and the place of duty when:

a. Both home and place of duty are located in the corporate limits of the same city, and,

b. the member commutes daily between the two places, and,

c. the commander determines that the commuting distance is reasonable. The distance is considered reasonable if the member is not required to stay overnight at one location or the other.

3. No Per Diem or Actual Expense Allowance for Certain Periods of Active Duty as listed below:

a. Reservists performing annual training (AT) when both government quarters and messing are available.

b. Reservists are ordered to involuntary active duty for training (INVOL) because of unsatisfactory participation when both government quarters and messing are available.

4. Per Diem While at Temporary Duty Station

a. Duty for Less Than 20 Weeks. When the period of temporary duty is for less than 20 weeks, per diem, travel and miscellaneous reimbursable expenses are payable at the rate and subject to the provisions as stated in reference (c).

b. Additional Periods Beyond 20 Weeks. When, during a period of temporary duty of less than 20 weeks, the period must be extended (due to unforeseen circumstances) by an additional period of less than 20 weeks; per diem, travel and miscellaneous reimbursable expenses payable will continue for the entire period. When the prospective extended period is for a period of 20 weeks or more, no per diem is payable under this paragraph commencing on the date of receipt by the member of the extension order.

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c. Temporary Duty for 20 Weeks or More. When a member is ordered to temporary duty for 20 weeks or more, no per diem or actual expense allowances are payable regardless of the availability of Government quarters or messing.

d. Temporary Duty at More Than One Location. When the duty is to be performed at more than one location, per diem, travel and miscellaneous reimbursable expenses are payable at any location where the duty to be performed is for less than 30 weeks at the same rate and subject to the same provisions as stated in reference (c).

5. Circumstances in Which Per Diem is Not Authorized

a. When Not in a Travel Status. A member is not entitled to per diem for any day before travel commences or for any day after the travel status ceases.

b. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as Leave or Proceed time.

c. Group Travel and Field Duty.

(1) A member performing group travel is not entitled to payment for mileage or travel allowance in lieu of transportation. Transportation, quarters and messing will be furnished by government resources.

(2) A member performing duty in the field is not authorized per diem.

(3) Enlisted members will be furnished with meal tickets, box lunches or other prepared meals from a government mess without charge or reimbursement. Officers will be required to pay the discounted meal rate from a government mess and will not be reimbursed.

d. At Reservist's Component Unit Headquarters. A member is not entitled to any travel allowance for inactive duty training at the city or town where the headquarters is located. This includes travel between home and the unit headquarters, attendance at weekly drills or duty in lieu of weekly drills. Reimbursement for transportation expenses incurred in conducting official business in and around the city or town may be authorized or approved per reference (c).

6005. ADVANCE PAYMENTS. Advance payments may be authorized for various rates dependent upon status as a frequent or non-frequent traveler.

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CHAPTER 7

POLICY GOVERNING USE OF GOVERNMENT CONTRACTOR-ISSUED CHARGE CARD

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CHAPTER 7

POLICY GOVERNING USE OF GOVERNMENT CONTRACTOR-ISSUED CHARGE CARDS

7000. GENERAL

1. Employees who travel on official business are expected to use the resources made available through the government contractor-issued charge cards.
2. Within the Department of the Navy (DON) the contractor-issued charge card may be used for payment to commercial facilities for subsistence, lodging, rental car and miscellaneous expenses during official travel, or in an instance when a GTR is not available. The card may also be use for normal transportation expenses that are less than \$100.00.

7001. DEFINITIONS

1. "Frequent Traveler". Any personnel in military pay grade E-7 or above, or civilian grade GS-9 or above who are expected to perform official travel at least twice a year. Personnel below the grades stated above who have a contractor-issued charge card are also designated a "Frequent Traveler".
2. "Non-Frequent Traveler". Any personnel who are not expected to travel on official business at least twice a year, or those personnel below the grades stated in subparagraph 6004.1, above, who do not have a contractor-issued charge card.
3. Out-of-Pocket Expenses. Travel expenses which are not usually charged and must be paid using cash, personal checks, or travelers checks. It is anticipated that "Frequent Travelers" will be able to charge lodging, rental cars, gasoline and other related expenses. Therefore, in the case of "Frequent Travelers", out-of-pocket expenses will include meals, incidental expenses, and miscellaneous expenses for taxis, tolls, and parking. For all travelers, registration/conference fees are also out-of-pocket expenses.

7002. APPLICATION PROCEDURES

1. Members will apply for the contractor-issued charge card via the Assistant Chief of Staff, G-1, who is the designated Activity Coordinator. Applications must be submitted on the contractor's original application form; facsimiles or copies are not authorized. Application forms must be ordered from the Activity

Coordinator. A sample application, employee card account agreement and applicant acknowledgement are provided in figures 7-1, 7-2, and 7-3. Upon completion of the pertinent information required on the official application, the completed application and Employee/Member Acknowledgement Form must be forwarded to this Headquarters (AC/S, G-1). The Government Contractor-Issued Charge Card Program employee card account agreement should be retained by the individual. After the application is processed and approved, the member will be issued a charge card and the individual's account is activated.

2. All gunnery sergeants and above are encouraged to apply for a contractor-issued charge card. Any staff sergeant or below may request an application for a charge card with the site commanding officer's/I&I approval.

7003. CARDHOLDER RESPONSIBILITIES

1. The card will be forwarded to the individual's home address and each individual is expected to exercise the same care and responsibility for the security of the card and number as he/she would with any personal charge card. The acceptance of the charge card by a member completes a contract between the contractor and the member. At this point, the account becomes an individual account and is the member's responsibility in full. The Activity Coordinator receives reports on card usage and monitors members' payment progress. The cardholder is responsible for all payments on the individual's card. Charges in excess of authorized and allowable official travel entitlements are the financial responsibility of the cardholder, as well as reimbursable expenses. Charges for personal expenses outside the scope of official travel for the government are strictly prohibited.

2. The use of charge cards does not change the responsibility to liquidate orders or the method by which a government traveler must submit a claim for reimbursement.

3. Upon receipt of travel settlements, individuals are required to submit payment to the contractor for any expenses charged to the credit card account. The payment of charges is the sole responsibility of the individual.

4. Cardholders are encouraged to black out the charge card number from any receipts submitted with their DD Form 1351-2 (Travel Voucher).

7004. COMMAND RESPONSIBILITIES

1. Application forms for personnel at any MARRESFOR site must be ordered by the commanding officer from the AC/S, G-1.

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2. The application are not controlled by serial numbers; however, commanding officers will ensure that the applications are protected in a manner which would not allow unauthorized individual access.
3. Those individuals who apply for and receive a credit card should be counseled on the use of the credit card. The card may only be used for official functions required while in a temporary duty status. The card will not be used for any other purpose.
4. Any personnel with known financial difficulties should not be allowed to apply for a government contractor-issued Charge card.
5. Commanding Officers/Inspector Instructors will take action necessary to ensure that their members understand their legal and moral obligations to pay their just debt. Commanders are directed to use at their discretion any means they deem appropriate to address the delinquency. This can range from professional counseling, informal counseling, official counseling (with the appropriate page 11 entry), the use of Non-Judicial Punishment, and in severe cases a referral to a Court Martial.
6. The card shall NOT be stored or kept by anyone other than the cardholder.
7. Upon transfer to a command/unit other than MARRESFOR, the member is required to turn in the contractor-issued charge card to the Activity Coordinator via the site commanding officer/I&I. A member then must re-apply at the member's next command.
8. The government contractor-issued charge card will be cut into pieces prior to being forwarded to the Activity Coordinator. The card should be placed in an envelope with only the individual's name on the outside. If the individual will provide a copy of his/her forwarding address, the AC/S, G-1 will send a copy of the cancellation notification for his/her records.

7005. USE OF GOVERNMENT CONTRACTOR-ISSUED CHARGE CARD IN CONNECTION WITH OFFICIAL TRAVEL

1. The government contractor-issued charge card is expected to be used to charge major official travel expenses such as subsistence, lodging costs, rental cars and certain defined transportation costs.
2. The charge card will not be used for expenses that are not related to official travel. This prohibition against the personal use of the diners club card is a lawful general order and is intended to have punitive effect.
3. The charge card may be withheld or cancelled from personnel who exhibit poor financial responsibility for their account.

Once a contractor-issued charge card has been issued, the cardholder will be responsible for payment of all expenses charged.

4. A certain maturity level is required to properly maintain the individual's account. If the Commanding Officer feels an individual lacks the required maturity he may withhold the use of the charge card from that individual.

7006. ORDERS PREPARATION. Refer to chapter 5 of this Manual for preparation of official travel orders. The following additional guidelines are provided to assist in preparing official travel orders for government contractor-issued charge cards.

1. Enter type traveler (Frequent or Non-Frequent) in the remarks block or other appropriate location.
2. If the traveler has been designated a Frequent Traveler but circumstances prevent the use of the charge card to charge lodging and/or rental car expenses, include the statement "CHARGE CARD CANNOT BE USED" on the orders.

7007. TRAVEL ADVANCES

1. Frequent Travelers will receive 100 percent of Meals and Incidental Expenses (M&IE) for travel advance requests. There will be no advance allowed for lodging unless the facility does not accept the government contractor-issued charge cards.
2. Non-Frequent Travelers or personnel who are not eligible for the government contractor-issued charge card will receive 80 percent of total entitlements for travel advance.
3. All personnel who can be designated a Frequent Traveler because of their grade but has declined applications for the government contractor-issued cards, will receive the same level of travel advance as that indicated for Frequent Travelers.

7008. PROCEDURES FOR INFORMING CARDHOLDERS OF LATE PAYMENTS AND COLLECTIONS. The following information is provided to inform cardholders of billing procedures and handling of late payments and collections:

1. 30 Days Past Due (Second consecutive billing) - A delinquency notice will appear on the cardholder's billing statement.
2. 35 Days Past Due - A letter will be sent informing the cardholder of late payment.

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3. 45 Days Past Due - A past due reminder will be sent to the cardholder.

4. 60 Days Past Due (Third consecutive billing) - A letter informing the cardholder of card suspension will be sent. The account will be reviewed for cancellation. A copy of the collection letter will be sent to the Activity Coordinator.

5. 75 Days Past Due - A collection letter will be sent to the cardholder. Charge privileges may be suspended. Delinquent accounts may be cancelled.

6. 90 Days Past Due - The delinquent account may be cancelled. The account may be referred to legal for disposition. The activity coordinator is notified of the cancelled account.

7009. DINERS CLUB CARD REPORT. The following reports will be provided to assist in the managing of the program:

a. **Corporate Account List** - A "by unit" list of all individuals with a contractor-issued charge card.

b. **Delinquency/Trial Balance Report** - Provides payment history of cardholders.

c. **Activity Report** - Lists all charges/payments made on the contractor-issued charge card (by month).

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OF 7-28-10 1:30 PM

CITIBANK

Diners Club Government Card Program Employee Card Application Individual Billing

Please Type or Print All Information

388

Employee Information

Name (First - Middle - Last)

Home Address - Street

Work Address

City - State - Zip Code

Work Address - 2nd Line

Telephone Numbers (include Area Code)

City - State - Zip Code

Business ()

Home ()

Social Security Number

Date of Birth MM-DD-YY

Mother's Maiden Name

Employee's Position/Title

Employee's
Government
Diners Club
Experience

☐ Present Cardmember

☐ Former Cardmember

Account Number

Would you like to designate another person to manage your account? If so, please list:

Name

Relationship

Employee Applicant Signature

By signing below, I (I ask Citibank (South Dakota), N.A. to open a Card Account in my name and issue a Diners Club Card (including renewal and replacement Cards) to me, (ii) agree to be bound by the terms and conditions of the Diners Club Government Card Program Employee Card Account Agreement accompanying the Card, (iii) agree to be liable for all charges to the Card Account in accordance with such Agreement, and (iv) acknowledge that the Card is to be used for official Government business.

Applicant Signature

Date

X

Agency Information and Authorization

Name of Agency Requesting Issuance of Card

Address of Agency - Street

Agency Attention

Address of Agency - City - State - Zip Code

Address of Agency - Bldg., Room No., Floor

Summary Account Number

Management Information to be completed by Agency's Coordinator (Please insert one digit/character per space in each field)

Field 1

Field 2

Field 3

Field 4

Field 5

FIPS Code

Social Security No.

By signing below as the duly authorized representative of the Agency named above, I ask Citibank (South Dakota), N.A. to open a Card Account in the name of and to issue a Diners Club Card (including renewal and replacement Cards) to, the employee named herein in accordance with General Services Administration Contract Number GS-GSF-860002.

Name of Authorizing Officer or Individual (Please Print)

Title of Authorizing Officer or Individual (Please Print)

Authorization Signature

Telephone Number

Date

Processed by

X

OC-1616 (10/92)

NOTE: See Reverse Side For Important Information

Distribution:

White - Diners Club Government Card Division Copy

Canary - Agency Copy

Pink - Employee Copy

Figure 7-1.--Diners Club Government Card Program Employee Application



We Take Care of Business

DINERS CLUB GOVERNMENT CARD PROGRAM EMPLOYEE CARD ACCOUNT AGREEMENT

In this Agreement, "Agreement," "Card," means the accepted Diners Club Card and any replacements issued by Citibank, South Dakota, N.A., "Diners Club," under the travel and transportation payment and expense control system utilizing charge instruments, the "Diners Club Government Card Program," set forth in United States General Services Administration Contract Number GS-XCF 95032, the "GSA Contract"; "Agency," means the United States Federal agency, bureau, division, office, or other organizational element participating in the Diners Club Government Card Program that has authorized Diners Club to issue the Card to, and to open an account with Diners Club, "Account;" for the agency employee named on the Card. The words "I," "me," and "my" refer to the agency employee named on the Card who has asked Diners Club to issue the Card and open the Account, and who has agreed to be bound by this Agreement.

(1) THIS AGREEMENT

This Agreement is between Diners Club and me. It governs the use of the Card and the Account. By accepting, signing, or using the Card or the Account, I am agreeing to the terms of this Agreement.

If I do not wish to be bound by this Agreement, I must immediately notify Diners Club and cut the Card in half and return the parts to Diners Club. If I do not do so, I am still bound by this Agreement.

(2) PURPOSE OF THE CARD AND THE ACCOUNT

The Card and the Account are provided by Diners Club under the authority of my Agency. The Card and the Account are not to be used for personal purposes and may only be used in connection with official United States Government business.

(3) RENEWAL AND REPLACEMENT CARDS

Unless cancelled, the Card will be valid through the expiration date printed on its face. By this Agreement, I am requesting that Diners Club issue a renewal (and replacement Cards if necessary) to me before the current Card expires. Diners Club will continue to issue renewal or replacement Cards until I or my Agency tells Diners Club to stop or the Card and the Account are cancelled.

(4) RESTRICTIONS ON USE OF THE CARD AND THE ACCOUNT; CANCELLATION

The Card is not transferable and will be used by me alone only after I have signed the Card on the back above the words "authorized signature."

I may not use the Card or the Account before the valid date or after the expiration date printed on the face of the Card, or after the Card and the Account have been cancelled. Diners Club may inform establishments honoring the Card that the Card issued to me has been cancelled. If an establishment that accepts the Card asks me to surrender an expired or cancelled Card, I will do so.

I may cancel the Card and the Account at any time by notifying Diners Club and cutting the Card in half and returning the parts to Diners Club. If I notify Diners Club by telephone, I will provide written confirmation.

The Card and the Account will be automatically cancelled upon the (a) end of my employment with my Agency regardless of the reason; (b) termination or expiration of the GSA Contract; (c) request of my

Agency to accept a Diners Club Card; or (d) the cancellation of the Card by Diners Club. Section 2 below upon cancellation of the Card by Diners Club.

(5) LIABILITY FOR CHARGES; CHARGES PAYABLE MONTHLY

In this Agreement, all amounts charged to the Account (including amounts for purchases, service fees, and other charges included in this Agreement) are called "Charges." Diners Club will provide me with a monthly billing statement which sets forth my liability with respect to all Charges relating to the Card and Account. I agree to pay for all purchases charged to the Card issued to me, regardless of whether I have been reimbursed by my Agency. I will notify Diners Club immediately if I change my billing address.

I am solely liable to Diners Club for all Charges and my Agency assumes no liability to Diners Club.

When using the Card or the Account, I will normally sign a Diners Club Cardmember Charge Record. However, even if I do not sign a Diners Club Cardmember Charge Record, I will be liable for all Charges that I incur or authorize.

(6) CHARGES MADE IN FOREIGN CURRENCIES

If I incur a Charge in a foreign currency, Diners Club will convert the Charge into U.S. dollars at the cost to Diners Club on the day that the charge is processed. Amounts converted by common carriers — such as airlines — will be charged to the Account at the rates the carriers use.

(7) PAYMENTS

I will pay all amounts due to Diners Club in U.S. dollars, in cash or with a money order, check, or draft drawn on a financial institution in the United States. If Diners Club accepts payment in some other form, my payment will not be credited until it is converted into one of the forms just mentioned. Diners Club can charge me for any costs it incurs in converting my payment.

Diners Club may accept late payments, partial payments, or any money order, check, or draft marked as being payment in full or as being a settlement of any dispute without losing any of its rights under this Agreement or under applicable law. If Diners Club accepts such payments, this does not mean that Diners Club agrees to change this Agreement in any way.

(8) DELINQUENCY

The Account will be past due unless Diners Club receives the amount shown on the billing statement as the "Total Payment Due" within 25 days of the date of the billing statement. Any unpaid portion of the "Total Payment Due" will be shown on subsequent billing statements as a "Past Due Balance." Delinquency may result in suspension of Card privileges and may lead to cancellation of the Card and the Account. If Diners Club obtains the permission of my Agency, I agree to pay all court costs and reasonable attorneys' fees if Diners Club must refer all or any part of the Account to an outside attorney or agency for collection. But, if Diners Club fails to win its collection action against me, I will not have to pay any court cost or Diners Club attorneys' fees.

Figure 7-2.--Diners Club Government Card Employee Card Account Agreement

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9) CONTACTING MY AGENCY

I hereby agree that I will be responsible for all charges made on my Card and Account. I agree to pay all charges on my Card and Account within the time specified on the statement on which the Charge appears.

(10) DISHONORED MONEY ORDERS, CHECKS, OR DRAFTS

If any money order, check, or draft is delivered to Diners Club and is not honored for its face amount when presented, I agree that Diners Club may impose as liquidated damages for its costs a charge of \$10 or a charge of \$25 if the dishonored money order, check, or draft is not drawn on a financial institution in the United States and payable in U.S. dollars.

If any check or draft is cashed by me at a participating establishment under any of the Diners Club check guarantee programs and is not honored for its face amount when presented, I agree to promptly redeem the check or draft for its face amount from Diners Club. I also agree to pay Diners Club liquidated damages for its costs in the amount of \$10, or in the amount of \$25 if the check or draft is not drawn on a financial institution in the United States and payable in U.S. dollars or if the check or draft is cashed outside the United States.

(11) USE OF THE CARD AND THE ACCOUNT

No other person is permitted to use the Card or the Account for Charges, for identification, or for any other reason. Diners Club will look to me for payment of all Charges, even if, in violation of this Agreement, I let someone else use the Account or the Card or relinquish physical possession of the Card.

I will notify Diners Club at once by telephone if the Card is lost or stolen or I suspect that the Card or the Account is being used without my permission.

I will not resell or return for a cash refund any goods, tickets, or services obtained with the Card or the Account. I may return an item or ticket to an establishment honoring the Card for a credit if that establishment permits such returns.

I understand that Diners Club may deny authorization of any requested Charge.

(12) BILLING INQUIRIES; PROBLEMS WITH GOODS AND SERVICES

If I have any question, problem, or dispute about my monthly billing

I will contact the establishment where the Charge was made. If the establishment refuses to honor the Card or if the establishment may have with such establishment.

(13) AUTOMATED TELLER MACHINES (ATM) PROGRAM

If my agency consents, I may be able to enroll in the Diners Club ATM Program and use the Card in automated teller machines (operated for, in some cases, Citicorp Travelers Checks). I must enroll in the supplemental ATM Program Cardmember Contract to use the Card in that Program.

(14) CHANGING THIS AGREEMENT

Subject to the GSA Contract, Diners Club may change this Agreement at any time and, to the extent required by South Dakota or federal law, will notify me in writing of the effective date of the change.

If I do not agree to the changes, I must notify Diners Club in writing within 25 days of the effective date of the change. I must also pay the amount I owe Diners Club, and my membership privileges will be withdrawn according to this Agreement. If I fail to notify Diners Club, I am agreeing to all changes in the notice, and new terms will be applied to the existing balance on my Account.

(15) INQUIRIES ABOUT MY CREDIT RECORD

In accordance with the GSA Contract, Diners Club has opened the Account and issued the Card to me without any investigation of my credit standing. However, Diners Club has the right, in its sole discretion, to request a credit report in connection with any renewal, reissue, or reopening of the Card or the Account if I have exhibited an adverse payment history or if the Card and the Account have been cancelled for delinquency. Upon my request, Diners Club will tell me whether a report was requested, and if so, the name and address of any reporting agency that furnished a report.

(16) GOVERNING LAW

This Agreement is subject to the GSA Contract and shall be governed by the law of the State of South Dakota and federal law.

Figure 7-2.--Diners Club Government Card Employee Card Account Agreement

SOP FOR OFL TVL

EMPLOYEE/MEMBER ACKNOWLEDGEMENT FORM

DEPARTMENT OF THE NAVY

APPLICANT ACKNOWLEDGEMENT

I certify that I have received, read, and understand, Description of Employee Rights and Obligations for Contractor-issued Charge Cards, and that I will abide by such rules, regulations and other instructions as may be issued by the Department of the Navy and the Diners Club, Inc., pertaining to the use of any card issued to me for purposes of conducting official Government travel. I understand that if I use the card for any use other than official government travel I can be prosecuted for a violation of Article 92, UCMJ.

Applicant Signature and Date

Name and Title (Print or Type Neatly)

NOTE: Please return this acknowledgement to your Coordinator.



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4406 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO P4650.1 Ch 2

G-1P

26 JAN 1995

FORCE ORDER P4650.1 Ch 2

From: Commander
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR OFFICIAL TRAVEL
(SHORT TITLE: SOP FOR OFL TVL)

1. Purpose: To direct pen changes to the basic Order.
2. Action. Paragraph 7005.2, delete the words "diners club card" and replace with "government contractor-issued charge card".
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


J. E. LIVINGSTON

DISTRIBUTION: D

